

**City of Leesburg Parks & Recreation Department
Sleepy Hollow Sports Complex Field Tournament Rental**

Today's Date: _____

Name of Group (Lessee): _____

Contact Name: _____

EMAIL Address _____

Address: _____

Phone: Phone: _____ Cell: _____

Date(s) Requested _____ **Times (s)** _____

Tournament Fee (tax is applicable for all rentals)

\$100 Deposit per day of rental needed to secure any dates needed

\$100.00 per day/ Per Field (No Lights)

\$150.00 per day / Per Field (Lights max 5 hours/ \$15 each additional hr)

\$25.00 per mound - set up and use of portable mounds

\$25.00 field portable fencing setup (on Quad fields only)

\$150.00 per day Concessions fee – for use for use of Concession Stand (concessioner rights).

\$12.00 per bag of field dry used / Tournament contact will be consulted prior to the use of Field Dry

Friday nights will be considered and charged as a half tournament day

Fields needed

Quad Softball 1 (300')	Quad Softball 2 (300')	Quad Softball 3 (300')	Quad Softball 4 (300')
Bases=	Bases=	Bases=	Bases=
Yes / No	Yes / No	Yes / No	Yes / No
Baseball 1(300')	Baseball 2 (300')	Youth Softball 1 (200')	Youth Softball 2 (300')
Bases= 60/90	Bases= 60/90	Bases=	Bases=
Yes / No	Yes / No	Yes / No	Yes / No
Concessions Stand	Gate Fee Charged		
Yes / No	Yes / No Amount:		

Individual Field Fees: (tax is applicable for all rentals)

Without Lights \$20.00 per hour per field -2 hour minimum rental

With Lights/ \$35.00 per hour per field -2 hour minimum rental

Line an individual field – Baseball=\$25 Soccer - \$100 Football - \$200

Portable Mounds – Rental for portable mounds is \$25 per mound

Complete the back of this page and return with deposit(s) to :

Checks must be made out to “ City of Leesburg”

Leesburg Parks & Recreation Department

1851 Griffin Rd

Leesburg Florida, 34748

PROCEDURES

1. The contact person must reserve, and pay in full, the field space a minimum of **seven (7) days** from invoice date. _____(Initial)
2. The contact person must notify the Parks & Recreation Department of cancellation five (5) business days prior to scheduled event or forfeit fields and/or deposits. _____(Initial)
3. All fences, surrounding areas, dug outs and the parking lot are to be cleaned up of all trash and miscellaneous debris when the event is over or the deposit will be retained by the Parks & Recreation Department. _____(Initial)
4. Lessee will submit a schedule of all fields to be used no later two days prior to the tournament start date. _____(Initial)
5. Lessee will submit field dimensions of all fields to be used no later two three days prior to the tournament start date. _____(Initial)
6. Renter must provide a one million dollar insurance policy and have the City of Leesburg placed as additional insured on the policy. _____(Initial)
7. Vehicles must be parked in designated parking areas. Vehicles are not allowed to park behind the playing areas with the exception of authorized City Vehicles. _____(Initial)
8. All lights must be off by 11:00p.m. _____(Initial)
9. Teams/User groups are responsible for damage to City property caused by participants and their spectators involved in the event and will be held accountable _____(Initial)
10. **NO PEPPER GAMES OR BATTING PRACTICE AGAINST ANY FENCES.** _____(Initial)
11. I agree to indemnify, hold harmless and defend the City of Leesburg, the City Parks & Recreation Department, it's officers, agents, servants and employees from any claims resulting from injuries, damages, losses or death sustained by me or any participants from this event and arising out of, connected with, or in any way associated with this event. _____(Initial)
12. The City of Leesburg reserves the right to deny or terminate this contract at any time based on the user violating City Ordinance or refusing to strictly abide by the terms set forth in this contract. _____(Initial)
13. **NO ALCOHOL SHALL BE ALLOWED AT ANY CITY OF LEESBURG FACILITIES OR FIELDS.** _____(Initial)
14. Lessee agrees to comply with all obligations imposed by applicable regulations and codes of the City, Fire and Police Department. _____(Initial)
15. Lessee shall not destroy, deface, damage, impair or remove any part of the premises or property or allow any other person to do so. _____(Initial)
16. The Sleepy Hollow Complex has a curfew of 10:00pm. All games must be complete by 10:00pm. _____(initial)

LESSEE ACKNOWLEDGES HAVING READ, UNDERSTOOD AND AGREED TO THESE PROCEDURES AND HAVING ACCEPTED A COPY OF THIS AGREEMENT.

Rentals are subject to the Parks and Recreation Director's approval. Please Note: All Field rentals will not be booked until a deposit is received for the specified dates. If the Agreement is not approved, the applicant's deposit will be reimbursed from the Finance Department in two (2) weeks.

Applicant's Signature for Lessee

Date

Parks & Recreation Director

Date

**Leesburg Parks & Recreation Department
1851 Griffin Rd.
Leesburg Fl. 34748**

**Phone – (352) 728-9885
Fax- (352)326-6625**